Asfordby Captain's Close Primary School

Pupil Attendance Policy

This policy was approved as follows:			
Approver:	**Advisory Board**	**Date:**	**September 2025**
Adopted:	**Advisory Board**	**Date:**	September 2026
School owner:	Headteacher	**Version:**	4.0
		Review frequency:	Yearly
		Next review date:	October 2027

This policy is regularly reviewed in line with any new guidance or updates issued by the Trust and will remain in effect until any amendments are required

Document History

Version	Version Date	Author	Summary of Changes
V2.0	August 2024	Danielle Marks	New policy prepared to reflect and inform the school community of government changes to processes and procedures for pupil attendance in schools.
V3.0	May 2025	Natalie Willcock	Tweaked school timings and registers and added in the specialise provision school times.
V4.0	August 2026	Natalie Willcock and Abbie Elphick	Minor updates inline with new DfE Working Together to Improve School Attendance (July 2026 edition)

1. Aims

Asfordby Captain's Close Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. Good attendance is defined as being at above 96%.

The whole school community – pupils, parents and carers, teaching and support staff and school advisory board – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

Attendance is everyone's responsibility. Captains Close Primary School will promote a culture in which attending school every day is recognised as the norm and absence is actively addressed through supportive and consistent practice.

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy has regard to the Department for Education's statutory guidance:

Working Together to Improve School Attendance (July 2026 Edition). [assets.pub...ice.gov.uk], [gov.uk]

This policy is based on:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- Education (Pupil Registration) Regulations
- School Attendance (Pupil Registration) Regulations
- School Attendance Parental Responsibility Measures
- Keeping Children Safe in Education

Captains Close Primary School adopts a **support-first approach** to attendance. We recognise that barriers to attendance can be complex and that successful improvement relies on strong partnership working with pupils, families, local authorities and external agencies. [assets.pub...ice.gov.uk], [gov.uk] .Parents are legally responsible for ensuring their children attend school regularly. Failure to do so is an offence punishable by law.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Attendance Framework

The school's attendance procedures follow the DfE attendance framework:

Expect

All pupils are expected to attend school every day unless there is a valid reason preventing attendance.

Monitor

Attendance and punctuality are monitored daily to identify emerging concerns.

Listen and Understand

Where concerns arise, staff will seek to understand barriers affecting attendance through discussion with pupils, families and relevant professionals.

Facilitate Support

Support and intervention will be put in place to remove barriers and improve attendance.

Formal Intervention

Where support is not engaged with or attendance does not improve, legal and statutory attendance procedures may be considered.

4. Roles and responsibilities

4.1 The Advisory Board

The Advisory board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

4.2 The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Advisory Board, DSAT Central Team and Senior Leadership Team
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed penalty notices and notifying the Local Authority of unauthorised absences, where necessary.
- Ensuring attendance forms a key component of the school's improvement strategy and is reviewed regularly by senior leaders and governors.

4.3 The Senior Attendance Champion (SAC) is responsible for:

- Overseeing, directing and co-ordinating the school's work in promoting regular and improved attendance and ensuring the Attendance Policy is consistently applied throughout the school
- Ensuring attendance data is up-to-date and issues are shared with the Headteacher and the Senior Leadership Team on a weekly basis
- Ensuring information is made regularly available to all staff, pupils and parents/carers (who will regularly be reminded about the importance of good school attendance) and that the Advisory Board is fully aware of attendance data and targets

- Meeting with the Attendance Admin Officer and Family Support Worker regularly to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties
- Monitoring attendance data across the school and at an individual pupil level
- Working with the Education Welfare Officer, Local Authority, court officers, Inclusion Team, Child Missing in Education (CME) and Pupils Missing Education (PME) units to tackle persistent absence where necessary
- Arranging phone calls and meetings with parents/carers to discuss attendance issues
- Advising the headteacher when to issue fixed penalty notices

Note: The SAC is also a member of the school leadership team and Headteacher Mrs Willcock.

4.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. In the first instance, class teachers are expected to contact parents / carers of pupils whose attendance has been observed as a concern.

4.5 School admin staff

School admin staff are expected to take reports of absence from parents/carers about absence and record it on the school system.

4.6 All school staff

All staff (teaching and support) at Asfordby Captain's Close Primary School will:

- Support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day
- Set a good example in matters relating to their own attendance and punctuality

4.7 All Parents and Carers

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Asfordby Captain's Close Primary School.

Parents/carers will also be expected to:

- Ensure their children attend the school regularly
- Support their children's attendance by keeping requests for absence to a minimum.
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school
- Notify school on the first day of absence no later than 8:55am using the school's absence telephone line (01664812630), school email office@dsatcaptainsclose.org or reporting in person to the school office.
- Ensure their children arrive at school on time, properly dressed and with the right equipment for the day
- Work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities

- Contact the school without delay if they are concerned about any aspects of their children's school lives whereby Asfordby Captain's Close Primary School will endeavour to support parents/carers to address their concerns

5. Recording attendance

5.1 Attendance register

We will keep an attendance register and place all pupils onto this register. Classroom teachers are responsible for completing the attendance registers. The attendance admin officer will complete the register using the prescribed codes (See appendix 1)

We take our attendance registers at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Late
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment (See Appendix 1)

We will keep every entry on the attendance register whilst the pupils are still at school and for three years after the last date in the register.

5.2 When registration takes place

Mainstream school - School Day 8.45-3.15pm

The school gates open at **8:35am**. Children should arrive at school by **8:40am** to be in class for registration. The register is submitted promptly at **8.45am** for the morning session. The afternoon registers are taken at **1.00pm and submitted 1:05pm** by each class teacher for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers close at **9.15am** for the morning session and **1.00pm** for the afternoon session. Any child arriving after **8:45am** and before **9:15am** will receive a late mark. Any pupil who arrives **after** the closing of the register at **9:15am** will be marked as present but late; this will not be authorised and will count as an unauthorised absence for that session and marked with a U code.

Specialist provision, (The Nest) – school day 8.30-3pm

Drop off through the main office at **8:20am**. The register is submitted promptly at **8.30am** for the morning session. The afternoon registers are taken at **1.00pm** by each class teacher for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers close at **9.00am** for the morning session and **1.00pm** for the afternoon session. Any child arriving after **8:30am** and before **9:00am** will receive a late mark. Any pupil who arrives **after** the closing of the register at **9:00am** will be marked as present but late; this will not be authorised and will count as an unauthorised absence for that session and marked with a U code.

L	Late (before registers closed) marked as present
U	Unauthorised absence as pupil arrived after registers closed

Legally, schools must close their registers within 30 minutes of them being taken.

Reporting Absence

5.3 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence such as illness by **8:45am (Mainstream classes) 8.30am** (**Specialist provision classes**) or as soon as practically possible (see also section 7).

If a parent/carer does not notify the school to confirm the reason for the unplanned absence, we will make contact by telephone or Arbor message to understand why your child is not in school. This will help to identify at an early-stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. If there is no response, and school cannot get hold of an emergency contact, school staff are required to complete a home visit. This is for safeguarding reasons.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

If no explanation or evidence is received by the school within 5 days of the first day of absence, absences will remain unauthorised.

5.4 Planned absence

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers may be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence however, absence cannot always be granted. All planned absences can be requested either via email (office@dsatcaptainsclose.org) or by completing and returning a LOA request form available from the office.

5.5 Lateness and punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education, and that of others in their class, if they are late.

Mainstream classes:

A pupil who arrives late:

- Before the register has closed at **9:15am** be marked as late but present, using the appropriate **L code**
- After the register has closed at **9:15am** will be marked as unauthorised, using the appropriate **U code**

Specialist provision classes:

- Before the register has closed at **9:00am** be marked as late but present, using the appropriate **L code**
- After the register has closed at **9:00am** will be marked as unauthorised, using the appropriate **U code**

This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Valid reasons could be a late bus, a car breakdown, a one-off family difficulty. Reasons will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, follow up action will be taken which could result in legal action by the Local Authority.

Children's education is important and being late will mean:

- Missing the beginning of lessons
- Not hearing important information about school and lessons
- Not being able to complete work because your child was not given vital information
- Your child being embarrassed at having to enter a room where a lesson has already begun – this can cause anxiety
- Your child learning an important life skill – being on time – this will feed directly into their working life.
- Missing the start of important assessments

Pupils / students who arrive late for school but before the register closes must report to the school office and will be recorded using the visitor portal in reception. They will then be marked as late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure**.
For the same reason, it is important that parents/carers of pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

5.6 Post-Registration Truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Asfordby Captain's Close Primary School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will make contact with his/her parents/carers immediately and will notify the police if necessary.

5.7 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by contacting through Arbor app initially to understand why a child has not been in school, followed by a phone call. If no contact is made from the parent/parents by 9:15am (Mainstream), 9:00am (specialise provision), school will contact further emergency contacts on the child's profile, following this a decision may be made to make a home visit
- If absence is regular and becomes a cause for concern, we will write to you about your child's attendance to alert you to any emerging patterns or level of absence
- Where a child has been absent from school for three or more consecutive school days, we may contact parents/carers to check on the child's wellbeing. This may be through a telephone call, video call or home visit
- Invite parents/carers into a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. It will be explained to parents/carers that any future absences will be unauthorised unless there is clear evidence of a good reason for them
- Where parents/carers do not engage, the absence will be considered unauthorised and could contribute to a fixed penalty notice being issued
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Refer to Leicestershire Local Authority Inclusion Team.

The school will also:

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not and identify the correct attendance code to use

Medical Evidence

The school will not routinely request medical evidence.

Medical evidence may be requested when:

- There is genuine and reasonable doubt regarding the authenticity of illness.
- Absence becomes prolonged or recurring.
- Additional information is required to support reasonable adjustments or attendance planning.

Requests for evidence will always be reasonable and proportionate. Support will not be withheld because medical evidence is unavailable.

Children at Risk of Missing Education

Asfordby Captain's Close Primary School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, the school will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the pupil normally resides. Where staff have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Children Missing Education (CME)

The school will work in accordance with Children Missing Education procedures where pupils fail to attend regularly, disappear from education or where their whereabouts cannot be established.

5.8 Reporting to parents/carers

We will report pupil attendance to parents/carers at the following times:

- At parents' evening in the Autumn and Spring terms
- At the end of each term
- In the pupils' end of year reports
- In newsletters and whole school displays
- Upon the request of the parents/carers
- Where attendance drops below the expected threshold set by the school, parents/carers will be notified by letter

Parent/Carers may also view their child's attendance percentage on the Arbor app.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence including holidays

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- A pupil is to participate in an approved performance for which a license has been granted by the Local Authority
- A pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case will be considered
- Where there is an unavoidable cause for the absence, which is beyond the family's control, e.g., extreme weather conditions

- The pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) away from school and no suitable transport arrangements have been made by the Local Authority
- In other **exceptional circumstances** (e.g., a family bereavement) and **for a very limited period.**
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence could be:

- No explanation has been given by the parent/carer
- The school is not satisfied with the explanation
- The pupil or parents/carers are staying at home to mind the house
- The pupil or parents/carers are shopping during school hours
- The pupil is absent for **unexceptional** reasons, e.g., a birthday
- The pupil is absent from school on a family holiday – it is expected that holidays will be taken during school holidays
- The pupil has been stopped during a truancy sweep and is unable (or the parent/carer is unable) to give a satisfactory reason for the absence or provide evidence for the absence.

6.2 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

6.3 Absences after close of class registers

Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the Headteacher.

6.4 Staff Training

The Senior Attendance Champion will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

Attendance Support and Intervention

7.1 Support First Approach

The school will seek to understand barriers to attendance before considering enforcement measures. Poor attendance may be an indicator of safeguarding concerns. Attendance information will therefore be considered alongside safeguarding, behaviour, SEND and welfare information when assessing pupil wellbeing.

Emerging Concern

Attendance below 96%

Attendance Concern

Attendance below 93%

Persistent Absence

Attendance below 90%

Severe Absence

Attendance below 50%

Support may include:

- Attendance support plans
- Family support
- ELSA support
- SEND reviews
- Pastoral interventions
- Multi-agency meetings
- Safeguarding support
- Reasonable adjustments
- Phased returns

7.2 Attendance and Additional Needs

The school recognises that attendance difficulties may arise from:

- SEND
- Mental health needs

- Medical conditions
- Emotional-based school avoidance
- Family circumstances
- Safeguarding concerns

Where attendance difficulties are linked to SEND, disability or health needs, the school will consider reasonable adjustments and individual support plans before enforcement action is considered. [assets.pub...ice.gov.uk]

The school will avoid penalising pupils whose attendance is affected by verified medical, physical or mental health needs and will seek appropriate professional advice and support to facilitate successful reintegration to school.

Remote education will only be used as a temporary and proportionate measure as part of a planned reintegration strategy where appropriate.[assets.pub...ice.gov.uk]

7.3 Reducing persistent absence.

A child is defined by the DfE as persistently absent if they miss 10 % or more of school time. It is necessary to monitor all pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups e.g. pupils on free school meals within this range will be differentiated for additional monitoring and action.

Where the attendance falls below the expected standard, the school will:

- Identify whether the reasons are authorised or unauthorised
- Make a telephone call, and send letters to make parents/carers aware that their child is at risk of being persistently absent
- Meet with parents/carers to discuss the pupil's attendance, understand the barriers for absence and put steps in place to support its improvement. Interventions could include in class support, specific day interventions, pastoral interventions, ELSA or behaviour interventions. These would be monitored over time to ensure that they have impact
- Work with the school's pastoral team to support school attendance
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Make a referral to the Local Authority Inclusion Team to provide attendance support

7.4 Legal sanctions

The school or Local Authority can issue a penalty notice (fine) to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Where any pupil has absences recorded as a result of an unauthorised family holiday, we are required to inform Leicestershire County Council who will issue penalty notices. This applies to **any** unauthorised leave of absence taken reaching a total of 5 days or more in any

school year. Penalty notices can also and be issued where a registered pupil has unauthorised absence for 10 sessions or more in any ten-week period.

The school will engage in a 'support first approach' and will endeavour to finds ways to work with the family to ensure attendance is improved. If this does not have the desired effect, then a penalty notice could be issued following a formal warning (notice to improve).

Penalty notices can be issued by a headteacher, Local Authority officer or the police.

The decision on whether to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

In the case of leave of absence requests, Asfordby Captain's Close Primary School will consider every application individually, its policy is NOT to grant leave of absence other than in the most exceptional circumstances. An application must be made in writing, with appropriate evidence, **in advance** of the absence.

Authorised leave of absence may be considered in the following circumstance:

- Service personnel and other employees who are prevented from taking holidays during term-time
- When a family needs to spend time together to support each other during or after a crisis

Requests for holidays for the following reason will not be authorised:

- Cheaper cost of holiday
- Availability of the desired accommodation
- Birthdays
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of term

A response to all requests for a leave of absence will be made giving the reasons for the decision.
Leave of absence during periods of national tests, i.e., SATS will NOT be authorised.

8. Strategies for promoting attendance

At Asfordby Captain's Close Primary School, we actively encourage pupils to attend school. All pupils should be aware of the importance of regular school attendance. To encourage pupils to attend school we:

- Issue certificates for 100% attendance at the end of a school term and school year
- Issue certificates for improved attendance
- Sharing good class attendance in weekly celebration assemblies
- Actively promote good attendance in newsletters, parents' evening and school reports
- Celebrate good attendance by displaying and celebrating individual and class achievements
- Regularly sending letters home updating you on your child's attendance and reminding you of your statutory duty and potential consequences if there is a failure in cooperation
- Adopt the 'support first' approach and meet with parents / carers where necessary to support families where there are attendance difficulties.
- ELSA support for pupils where necessary.
- Family support worker involvement where necessary.
- Ability to view child's attendance percentage at all times on the Arbor app.
- Earning dojos for being 'Attendance Hero's' (Here, Everyday, Ready to learn, On time)
- Dojo reward shop

9. Attendance monitoring

9.1 Attendance monitoring

The attendance admin officer at our school monitors pupil absence daily. They join regular meetings with the Senior Attendance Champion (SAC) and Senior Leadership team

Analysis will include:

- Whole-school attendance
- Year groups
- Gender
- SEND
- EHCP pupils
- Disadvantaged pupils
- Children in care
- Previously looked-after children
- Children with social workers
- Young carers

- Specialist provision pupils
- Ethnic groups
- Persistent absence
- Severe absence

This information will inform intervention and resource allocation. [assets.pub...ice.gov.uk]

The SAC will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents/carers and the Advisory Board. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Accurate attendance returns are made to the DfE (via the Local Authority and Arbor) within the stipulated time frame.

9:2 Children with Social Workers and Young Carers

The school recognises that children with social workers and young carers may experience additional barriers to attendance.
Attendance of these pupils will be monitored carefully through safeguarding and pastoral systems.
Support will be provided at the earliest opportunity.

9.3 Monitoring actions

A pupil's parent/carer is expected to call or email the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil is absent, and no reason has been given, school will contact their parent/carer (see 4.3).

If the school office cannot make contact by 10:30am, the SAC and SLT will be informed and a decision regarding a home visit will be made.

The attendance admin officer must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the attendance admin officer has not been able to contact parents/carers after 3 days, then the absence is recorded as 'O' unauthorised.

Where a pattern of absence is identified, through monitoring, in the first instance, this will be discussed with the class teacher who will make contact with the family. If an improvement is not seen, then the family will be contacted by the SAC by telephone or letter. Letters will be sent to explain that this will be monitored over time and attendance should improve.

If a pupil's absence goes above 10 days within the year, the school will arrange to discuss this with the parent/carer of the pupil to ensure their attendance improves.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an Education Welfare Officer or the local authority inclusion team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. A support plan will be created and shared with families to ensure that attendance improves.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

10 Managing and storing data

The school uses Arbor to record, analyse and monitor attendance.

Attendance data is used to:

- Monitor attendance patterns.
- Identify pupils requiring support.
- Evaluate interventions.
- Fulfil statutory reporting requirements.

By law, registers must be kept for at least 6 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored on an encrypted MIS system.

We collect and store attendance data using Arbor. This will be used internally for the following reasons:

- Track the attendance of individual pupils
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support

11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by the Head Teacher. At every review, the policy will be approved by the Advisory Board.

12. Links with other policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Inclusion Policy
- Medical Needs Policy
- Supporting Pupils with Medical Conditions Policy

- Remote Education Policy
- Data Protection Policy

Appendix One

Summary of procedures to promote good attendance/punctuality:

The following tables show specific procedures to maintain and encourage excellent attendance at Asfordby Captain's Close Primary School:

Weekly procedures	By whom	Outcomes/Action
Attendance/punctuality statistics produced for the school by year group and vulnerable group	Senior Attendance Champion	Entered into Attendance Overview spread sheet to allow for monitoring and analysis.
Attendance statistics produced and shared in School Newsletter	Senior Attendance Champion	Parents/carers are able to see which class(es) have been successful with their attendance and punctuality.
Absence codes for individual pupils are updated using Arbor to show reason for absence.	Attendance admin officer	Information provided here is used to provide targeted interventions as appropriate
Reason for absence is recorded in Attendance Notes on Arbor for all absences.	Attendance admin officer	These are reviewed for patterns and support registration certificate codes.

Half termly and termly procedures	By whom	Outcomes/Action
Analyse attendance/punctuality data to monitor trends and progress.	Senior Attendance Champion	Used in weekly meetings with SLT / HT
Assemblies to promote attendance/punctuality and share term's data and progress.	Senior Attendance Champion	Certificates produced
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils.	SLT / Class Teachers (CT)	Pupil Progress Meetings
Individual attendance/punctuality discussed with pupils and families, at parents' evenings.	Class Teachers / Family Support Worker (FSW)	Mentoring and advice on attendance/ punctuality issues provided to all
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions.	SAC/SLT/SENDCo/CT Educational Welfare Officer (EWO)	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families where required	SAC/HT/SLT/EWO SENDCo/FSW	Decision made on next steps of support

Review success and impact of attendance/punctuality strategies for the term	HT/SLT/SAC Safeguarding Lead School Improvement Partner	Amend and refine interventions as appropriate
Report Pupil Attendance to the Advisory Board termly as a minimum.	Headteacher	

Appendix Two

National Attendance and Absence Codes

This appendix reflects the national codes and classifications in the Department for Education's July 2026 statutory guidance, Working Together to Improve School Attendance, and the School Attendance (Pupil Registration) (England) Regulations 2024. The appropriate national code must be entered for every pupil on the admission register each time the attendance register is taken. [gov.uk]

The school will:

- select the code that most accurately reflects the **primary reason** why the pupil is attending elsewhere or is unable to attend;
- record any additional information required by the regulations;
- amend temporary Code N entries promptly;
- check attendance at an off-site approved educational activity and replace the activity code with the appropriate absence code if the pupil does not attend;
- use the codes consistently across mainstream provision and The Nest.

A. Attending the School

Code	Meaning	When the code should be used	Statistical classification
/	Present at school, morning session	The pupil is physically present in school when the morning register is taken.	Attending
\	Present at school, afternoon session	The pupil is physically present in school when the afternoon register is taken.	Attending
L	Late arrival before the register closes	The pupil is absent when registration begins but arrives before the register closes.	Attending

A pupil must not be marked present if they are not physically in school during registration. If a pupil initially receives Code N but arrives after the register has closed, the register must be amended to Code U or another code that more accurately records the reason for absence. The register must remain open for the same period for each session and for no longer than 30 minutes. [assets.pub...ice.gov.uk]

B. Attending a Place Other Than the School

These codes indicate that the pupil is receiving education or taking part in an approved educational activity away from the school site.

Code	Meaning	When the code should be used	Statistical classification

K	Attending education provision arranged by the local authority	The pupil is attending education elsewhere that has been arranged by the local authority under the relevant statutory provisions. The school must record the nature of the provision.	Attending an approved educational activity
V	Attending an educational visit or trip	The pupil is participating in an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.	Attending an approved educational activity
P	Participating in a sporting activity	The pupil is participating in an approved, supervised sporting activity of an educational nature away from school.	Attending an approved educational activity
W	Attending work experience	The pupil is attending approved and supervised work experience arranged by the school or local authority as part of their education.	Attending an approved educational activity
B	Attending another approved educational activity	The pupil is attending an approved, supervised educational activity not covered by Codes K, V, P or W. The school must record the nature of the activity.	Attending an approved educational activity

For Codes P, W and B, the activity must:

- take place away from the school and any other school at which the pupil is registered;
- be educational in nature;
- have been approved by the school; and
- be physically supervised by a person whom the school considers has the appropriate skills, knowledge, training and experience.

The school must have arrangements for the provider to report any non-attendance promptly. If the pupil does not attend the activity, the appropriate absence code must be entered rather than the activity code.
[assets.pub...ice.gov.uk]

C. Authorised Leave of Absence

Code	Meaning	When the code should be used	Statistical classification
C1	Regulated performance or regulated employment abroad	The pupil has leave to participate in a regulated performance or undertake regulated employment abroad under an applicable licence, exemption or Body of Persons Approval.	Authorised absence
M	Medical or dental appointment	The pupil has been granted leave to attend a medical or dental appointment. Appointments should ordinarily be arranged outside school hours and the pupil should be absent for the minimum time necessary.	Authorised absence
J1	Interview for employment or admission to another educational institution	The pupil has been granted leave to attend an interview for employment or admission to another educational institution during the session.	Authorised absence

S	Study leave for a public examination	The pupil has been granted leave to study for a public examination. This code should be used sparingly and is unlikely to apply in a primary school.	Authorised absence
X	Non-compulsory-school-age pupil not required to attend	A pupil who is not of compulsory school age is not required to attend that session under an agreed part-time timetable. If the pupil is absent from a session they were expected to attend, the appropriate absence code must be used instead.	Not a possible attendance
C2	Compulsory-school-age pupil on an agreed temporary part-time timetable	The pupil is absent from a session they are not required to attend under an agreed, temporary part-time timetable established in exceptional circumstances and in the pupil's best interests.	Authorised absence
C	Leave of absence in exceptional circumstances	The Headteacher has granted leave following individual consideration of exceptional circumstances, and no more specific leave code applies.	Authorised absence

A holiday or other absence for leisure or recreation will not normally constitute an exceptional circumstance. Leave under Code C must be considered individually and cannot be granted retrospectively. [assets.pub...ice.gov.uk]

Use of Code C2 at Captains Close

Code C2 must only be used when:

- there are exceptional reasons why a temporary part-time timetable is in the pupil's best interests;
- the arrangement has been agreed with the parent with whom the pupil normally lives;
- the expected days and sessions of attendance are clearly recorded;
- safeguarding and welfare arrangements are in place;
- the timetable is time limited and reviewed regularly;
- there is a clear intention to return the pupil to full-time education.

Code C2 must not be used where a pupil is receiving full-time education through a combination of school and another arrangement, such as dual registration, alternative provision or flexi-schooling. Registration must still take place at the usual time for all registered pupils, including those on part-time timetables. [assets.pub...ice.gov.uk]

D. Dual Registration

Code	Meaning	When the code should be used	Statistical classification
D	Dual registered at another school	The pupil is registered at more than one school and is scheduled to attend the other registered school during the session.	Not a possible attendance

Code D may only be used for a session when the pupil is scheduled to attend the other school. The school at which the pupil is due to attend must record present attendance or the appropriate absence code. Both schools must have arrangements to share attendance information and follow up unexpected or unexplained absence promptly. [assets.pub...ice.gov.uk]

E. Other Authorised Absence

Code	Meaning	When the code should be used	Statistical classification
T	Parent travelling for occupational purposes	The pupil is a mobile child travelling with a parent who is travelling in the course of their trade or business, and the statutory criteria are met.	Authorised absence
R	Religious observance	The pupil is absent on a day exclusively set apart for religious observance by the religious body to which the parent belongs.	Authorised absence
I	Illness, not a medical or dental appointment	The pupil is unable to attend because of physical or mental ill health.	Authorised absence
E	Suspended or permanently excluded	The pupil has been suspended or permanently excluded on disciplinary grounds, remains on the admission register and is not attending alternative provision for the session.	Authorised absence

Code I: medical evidence

Parents should notify the school on the first day that their child is unable to attend because of illness. The school will not operate a blanket requirement for medical evidence and will not routinely request it.

Reasonable evidence may be requested where:

- there is genuine and reasonable doubt about the authenticity of the illness; or
- the school is seeking to understand and support prolonged or repeated illness absence.

The school will be flexible about the form of evidence. A conversation with the pupil or parent, evidence of medication, prescriptions, appointments or relevant medical correspondence may be considered. [assets.pub...ice.gov.uk]

Code E: alternative provision

Code E must not be used for a session during which the pupil is attending arranged alternative provision. In that circumstance, the appropriate off-site attendance code must be recorded. Where a pupil is attending another school at which they are registered, Code D should be used by the school they are not scheduled to attend. [assets.pub...ice.gov.uk]

F. Unable to Attend Because of an Unavoidable Cause

These codes are classified as **not a possible attendance**, rather than authorised or unauthorised absence.

Code	Meaning	When the code should be used	Statistical classification

Q	Unable to attend because of a lack of access arrangements	The pupil cannot attend because the local authority has a legal duty to arrange home-to-school travel and has not done so, or another specific statutory access circumstance applies.	Not a possible attendance
Y1	Transport normally provided is unavailable	The school is beyond statutory walking distance and transport normally provided by the school or local authority is not available.	Not a possible attendance
Y2	Widespread disruption to travel	The pupil cannot attend because of widespread travel disruption caused by a local, national or international emergency.	Not a possible attendance
Y3	Part of the school premises is closed	Part of the school is unavoidably out of use and the pupil cannot practicably be accommodated elsewhere on the school site.	Not a possible attendance
Y4	Whole school site unexpectedly closed	The school was expected to open but is unexpectedly closed, for example because of adverse weather, loss of heating or damage.	Not a possible attendance
Y5	Pupil in criminal justice detention	The pupil is in police detention, remanded to youth detention or detained under a sentence of detention.	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend, but attendance would conflict with relevant government public-health guidance or legislation concerning infection or disease.	Not a possible attendance
Y7	Unable to attend because of another unavoidable cause	An emergency or other unavoidable cause affecting the pupil, not the parent, prevents attendance and no other unable-to-attend code applies. The nature of the cause must be recorded.	Not a possible attendance

Important restrictions

- Code Q is narrow and must not be used simply because a family is experiencing general transport difficulties.
- Code Y1 applies where normally provided school or local-authority transport is unavailable and the school is beyond statutory walking distance.
- Code Y4 must not be used for planned closures.
- Code Y6 applies when the pupil is well enough to attend. If they are ill, Code I should be used.
- Code Y7 should only be used for an emergency or genuinely unavoidable cause affecting the pupil. The school must record the nature of that cause. [assets.pub...ice.gov.uk]

G. Unauthorised Absence

Code	Meaning	When the code should be used	Statistical classification
G	Holiday not granted by the school	The pupil is absent for a holiday and the school has not granted leave. A leave of absence cannot be granted retrospectively.	Unauthorised absence
N	Reason for absence not yet established	The pupil is absent and the reason has not been established by the time the register closes. This is a temporary code.	Unauthorised absence

O	Absent in other or unknown circumstances	No reason has been established, or the school is not satisfied that the stated reason meets the criteria for an authorised absence code.	Unauthorised absence
U	Arrived after registration closed	The pupil arrives after the register has closed and no reason has been established that would justify another authorised absence code.	Unauthorised absence

Use of Code N

The school must make every effort to establish the reason for unexpected or unexplained absence. Once the reason is known, Code N must be replaced with the appropriate attendance or absence code.

Code N must not remain on the register for more than **five school days after the session**. If the reason cannot be established within that period, it must be amended to Code O. [assets.pub...ice.gov.uk]

Use of Code U

Code U applies where a pupil arrives after the register has closed but before the end of the session and:

- no reason for the lateness has been established; or
- the reason does not meet the criteria for an authorised absence code.

Where an authorised reason applies, the corresponding authorised absence code should be used instead. [assets.pub...ice.gov.uk]

H. Administrative Codes

Code	Meaning	When the code should be used	Statistical classification
Z	Prospective pupil not on the admission register	Used to establish registers in advance for a prospective pupil who has not yet been entered on the admission register.	Not collected for statistical purposes
#	Planned whole-school closure	Used for planned whole-school closures, including school holidays, half terms, bank holidays, weekends where required by the MIS, agreed non-educational days and use of the whole school as a polling station.	Not collected for statistical purposes

Code Z must not be used as an absence code once the pupil's agreed starting day has arrived and their name is required to be entered on the admission register. If the pupil does not attend on the agreed starting day, the school must follow this up and establish the reason for absence. [assets.pub...ice.gov.uk]

I. Code Selection and Register Management

When selecting a code, Captains Close Primary School will identify the **primary reason** why the pupil could not attend. If more than one circumstance applies, the code that most accurately describes the circumstance actually preventing attendance must be used. [assets.pub...ice.gov.uk]

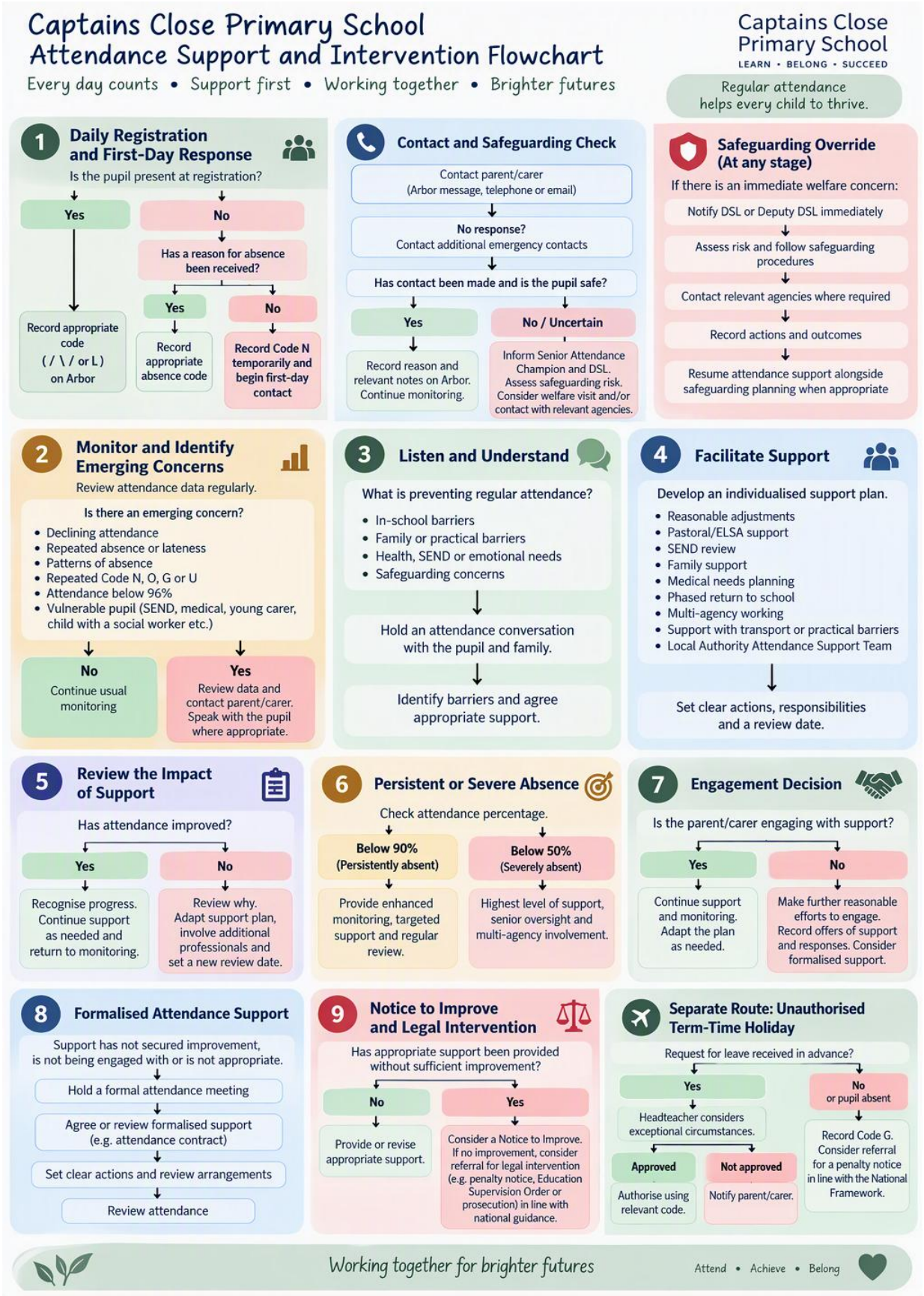
The following principles apply:

1. Codes must describe the pupil's actual circumstances for that session.
2. A pupil must not be marked present unless physically present during registration.
3. An off-site activity code must not be used when the pupil fails to attend that activity.
4. Temporary Code N entries must be resolved within five school days.
5. Appropriate supporting information must be recorded for Codes K, B and Y7.
6. Leave of absence must not be granted retrospectively.
7. The Headteacher will decide whether exceptional circumstances justify leave under Code C.
8. Where a pupil arrives after the register closes, Code U or another appropriate absence code must be used.
9. Attendance codes will be reviewed when new information becomes available and the register amended where necessary.
10. Any amendment will preserve the original entry, the amended entry, the reason for the amendment, the date of amendment and the identity of the person making it.

Appendix review

This appendix will be reviewed annually and sooner if the national attendance codes, the School Attendance Regulations or Working Together to Improve School Attendance are amended. The full July 2026 statutory guidance is available through the DfE attendance guidance publication page. [gov.uk]

Appendix 3


Captains Close Primary School
Attendance Support and Intervention Flowchart
Every day counts • Support first • Working together • Brighter futures
Captains Close Primary School
LEARN • BELONG • SUCCEED
Regular attendance helps every child to thrive.
1 Daily Registration and First-Day Response
Is the pupil present at registration?
Yes
Record appropriate code (/ \ / or L) on Arbor
No
Has a reason for absence been received?
Yes
Record appropriate absence code
No
Record Code N temporarily and begin first-day contact
Contact and Safeguarding Check
Contact parent/carer (Arbor message, telephone or email)
No response? Contact additional emergency contacts
Has contact been made and is the pupil safe?
Yes
Record reason and relevant notes on Arbor. Continue monitoring.
No / Uncertain
Inform Senior Attendance Champion and DSL. Assess safeguarding risk. Consider welfare visit and/or contact with relevant agencies.
Safeguarding Override (At any stage)
If there is an immediate welfare concern:
Notify DSL or Deputy DSL immediately
Assess risk and follow safeguarding procedures
Contact relevant agencies where required
Record actions and outcomes
Resume attendance support alongside safeguarding planning when appropriate
2 Monitor and Identify Emerging Concerns
Review attendance data regularly.
Is there an emerging concern?
• Declining attendance
• Repeated absence or lateness
• Patterns of absence
• Repeated Code N, O, G or U
• Attendance below 96%
• Vulnerable pupil (SEND, medical, young carer, child with a social worker etc.)
No
Continue usual monitoring
Yes
Review data and contact parent/carer. Speak with the pupil where appropriate.
3 Listen and Understand
What is preventing regular attendance?
• In-school barriers
• Family or practical barriers
• Health, SEND or emotional needs
• Safeguarding concerns
Hold an attendance conversation with the pupil and family.
Identify barriers and agree appropriate support.
4 Facilitate Support
Develop an individualised support plan.
• Reasonable adjustments
• Pastoral/ELSA support
• SEND review
• Family support
• Medical needs planning
• Phased return to school
• Multi-agency working
• Support with transport or practical barriers
• Local Authority Attendance Support Team
Set clear actions, responsibilities and a review date.
5 Review the Impact of Support
Has attendance improved?
Yes
Recognise progress. Continue support as needed and return to monitoring.
No
Review why. Adapt support plan, involve additional professionals and set a new review date.
6 Persistent or Severe Absence
Check attendance percentage.
Below 90% (Persistently absent)
Provide enhanced monitoring, targeted support and regular review.
Below 50% (Severely absent)
Highest level of support, senior oversight and multi-agency involvement.
7 Engagement Decision
Is the parent/carer engaging with support?
Yes
Continue support and monitoring. Adapt the plan as needed.
No
Make further reasonable efforts to engage. Record offers of support and responses. Consider formalised support.
8 Formalised Attendance Support
Support has not secured improvement, is not being engaged with or is not appropriate.
Hold a formal attendance meeting
Agree or review formalised support (e.g. attendance contract)
Set clear actions and review arrangements
Review attendance
9 Notice to Improve and Legal Intervention
Has appropriate support been provided without sufficient improvement?
No
Provide or revise appropriate support.
Yes
Consider a Notice to Improve. If no improvement, consider referral for legal intervention (e.g. penalty notice, Education Supervision Order or prosecution) in line with national guidance.
Separate Route: Unauthorised Term-Time Holiday
Request for leave received in advance?
Yes
Headteacher considers exceptional circumstances.
Approved
Authorise using relevant code.
Not approved
Notify parent/carer.
No or pupil absent
Record Code G. Consider referral for a penalty notice in line with the National Framework.
Working together for brighter futures
Attend • Achieve • Belong

Appendix 4 – attendance protocols

Parents/Carers should notify the school office for any absence by 8.45 (mainstream) 8.30 (specialist)



When the register closes, if we have no reason for absence, Arbor will send a message - a call will then follow by 9:15 (mainstream) 9.00 (specialist)



If contact 1 cannot be reached, we will try other contacts on the list



If there is still no reported reason for absence, by 10:30 two members of school staff will conduct a home visit.

Attendance - Punctuality

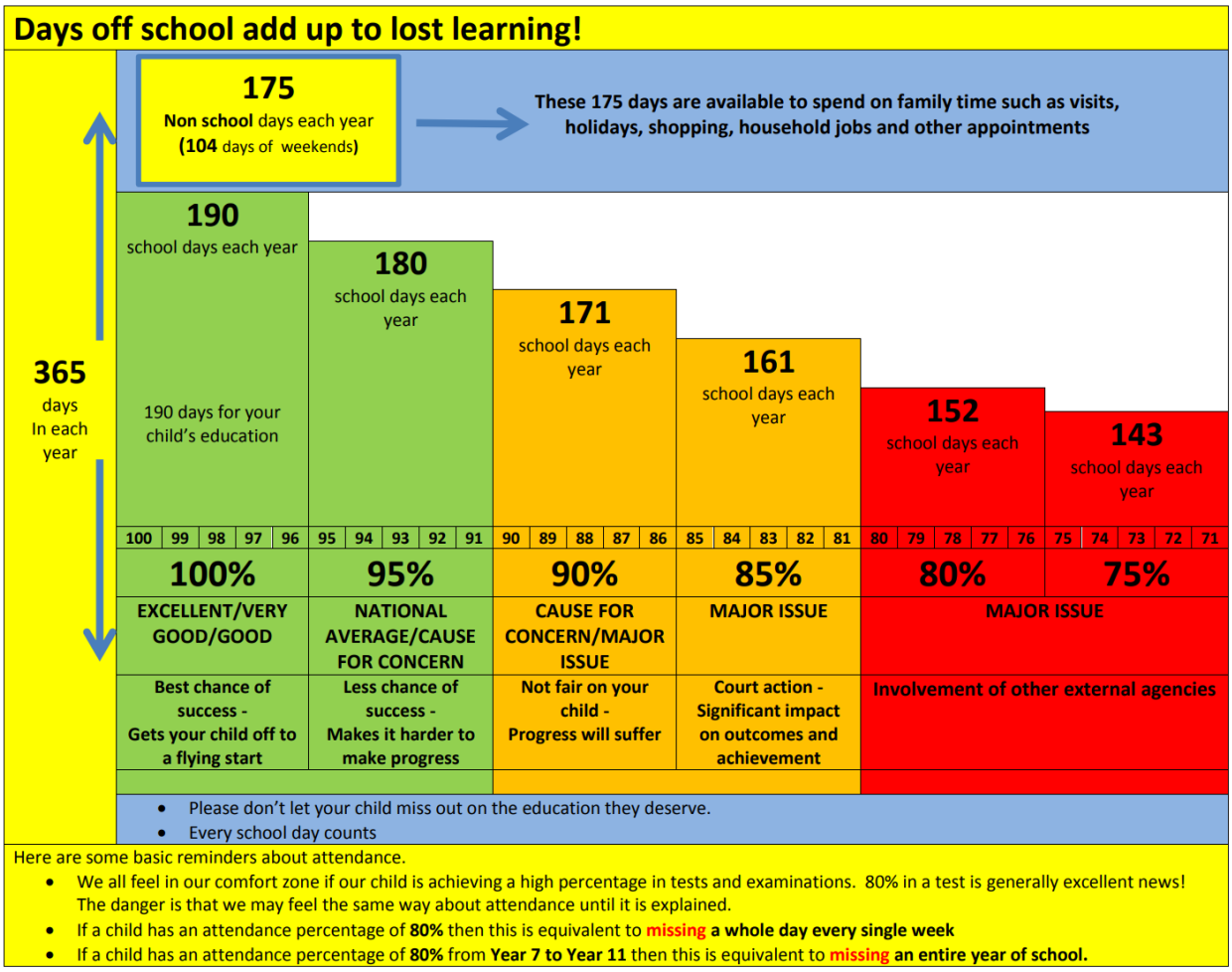
School starts when the register is taken - your child should be in class at this time

All lates within half an hour of registers opening are recorded 'L'

Any lates recorded after the register closes are recorded as 'U'

1st concern	Parent will be asked if there is anything we can support with and advised lates have been noted
2nd concern	Punctuality letter will be sent and lates will be investigated to identify any patterns - Parents will be advised improvement necessary
3rd concern	If no improvement - parent will be invited to a meeting in school to discuss, EWO will be advised
Final stage	Attendance percentage will be reported to the EWO and discussed with the local authority. Face to face meeting with the EWO in school/home visit will be made. PN may be issued.

Appendix 5



Here are some basic reminders about attendance.

- We all feel in our comfort zone if our child is achieving a high percentage in tests and examinations. 80% in a test is generally excellent news! The danger is that we may feel the same way about attendance until it is explained.
- If a child has an attendance percentage of **80%** then this is equivalent to **missing a whole day every single week**
- If a child has an attendance percentage of **80%** from **Year 7 to Year 11** then this is equivalent to **missing an entire year of school.**

Appendix 6

Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

Appendix 7 – promoting and incentivising attendance



Attendance at a Glance - A Short Guide for Parents

Every Day Counts

At Captains Close Primary School, we want every child to attend school every day, on time and ready to learn. Good attendance helps children achieve their best academically, socially and emotionally.

Our Attendance Expectations

✅ Attend school, on time every day unless genuinely unwell.

✅ Avoid taking holidays during term time.

✅ Let us know as soon as possible if your child is absent.

✅ Work with us if attendance becomes a concern.

What Parents Should Do If Their Child Is Absent

Please contact the school office before the start of the school day and provide a reason for the absence. If an absence continues, parents should keep the school updated each day unless another arrangement has been agreed.

Requests for Leave of Absence

The Headteacher can only authorise leave of absence in exceptional circumstances. Family holidays during term time are not usually authorised and may result in further action, including a Penalty Notice.

Why Attendance Matters

Attendance	Days Missed Over a School Year
100%	0 days
95%	Approximately 10 days
90%	Approximately 19 days
85%	Approximately 29 days

Even a small drop in attendance can have a significant impact on learning and progress.

When Attendance Becomes a Concern

The school will always take a **Support First** approach. This may include:

- Contact with parents
- Meetings to discuss concerns
- Early help and support services
- Attendance monitoring
- Individual attendance plans

Where support does not improve attendance, the school may work with the Local Authority and consider legal interventions where appropriate.

How We Promote Good Attendance

We celebrate and encourage good attendance through:

- Certificates and awards
- Celebration assemblies
- Class attendance recognition
- Positive communication with families
- Supportive attendance initiatives

Need Help?

If attendance is becoming difficult due to health, family, emotional, SEND or other circumstances, please contact the school as early as possible so that we can work together to provide support.

Attendance Glossary

SAC - Senior Attendance Champion

The member of school leadership responsible for promoting attendance, monitoring attendance practice and ensuring attendance remains a whole-school priority.

PA - Persistent Absence

A pupil is classed as Persistently Absent when their attendance falls below 90%.

SA - Severe Absence

A pupil is classed as Severely Absent when their attendance falls below 50%.

EWO - Education Welfare Officer

A Local Authority officer who works with schools and families to improve attendance and support children to access education.

NTI - Notice to Improve

A formal written notice issued when attendance concerns have not improved despite support and intervention. It explains what improvements are required and within what timescale.

PN - Penalty Notice

A fixed penalty fine issued to parents under national attendance regulations where attendance offences meet the required threshold.

CME - Children Missing Education

Children who are not registered at school and are not receiving a suitable education elsewhere.

SEND - Special Educational Needs and Disabilities

Children and young people who require additional support because they have a learning difficulty or disability that affects their ability to access education.

Support First Approach

The principle that schools should work in partnership with families to understand barriers to attendance and provide support before considering formal enforcement measures wherever possible.

Authorised Absence

An absence approved by the school in line with government guidance.

Unauthorised Absence

An absence that the school cannot approve because the reason given does not meet government regulations.

Attendance Plan

A written plan agreed between school, parents and, where appropriate, the pupil, setting out actions to improve attendance.

Punctuality

Arriving at school and lessons on time so that learning can begin promptly and without disruption.

Local Authority (LA)

The council responsible for supporting schools in promoting attendance and fulfilling legal attendance duties.